



Job Opportunity

State Controller's Office

Position: Staff Services Analyst\Associate Governmental Program Analyst | Statewide

Location: EEO/Disability Office
300 Capitol Mall, Suite 311, Sacramento, CA 952814

Issue Date: June 7, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Judy Lucas, (916) 324-7205

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA and surplus employees encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-724-5157-XXX
051-724-5393-007

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under general direction of the Equal Employment Opportunity/Disability Office Manager, assist in a variety of duties related to Equal Employment Opportunity, in a highly confidential environment.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Duties will be commensurate with level of hire
- Train division contacts in identifying employees who are bilingual (through the language survey) and compile statistical information for the survey to determine needs for additional bilingual staff;
- Assist with mandated statistical reports (i.e., SCO's Workforce Analysis Report; Disability Complaint Process Report; and Bi-annual Bilingual Survey Report) for the State Personal Board (SPB).
- Serve as core member for the Customer Service Committee in assisting with the development/design of the SCO's public website;
- Provide training for new employees at the Orientation meetings regarding EEO/Disability Office;
- Participate in recruitment fairs to promote diversity in the workplace;
- Provide direction to SCO staff regarding the development, delivery, and tracking of EEO related training for all SCO employees;
- Assist EEO/Disability Manager in gathering and analyzing information pertaining to cases and formal responses to the Department of Fair Employment and Housing, Equal Employment Opportunity Commission, and State Personnel Board;
- Independently research case laws related to the most complex EEO/ADA issues, Reasonable Accommodations and required SPB surveys;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Serve as backup to the Reasonable Accommodations Coordinator;
- Maintain and report to SPB Discrimination Complaint Process including the cost analysis and many other factors to be included in the report.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Executive Office

300 Capitol Mall, Suite 311

Sacramento, CA 952814

Attn: Judy Lucas